

HEPHZIBAH MIDDLE SCHOOL
MEDIA CENTER HANDBOOK
2019–2020

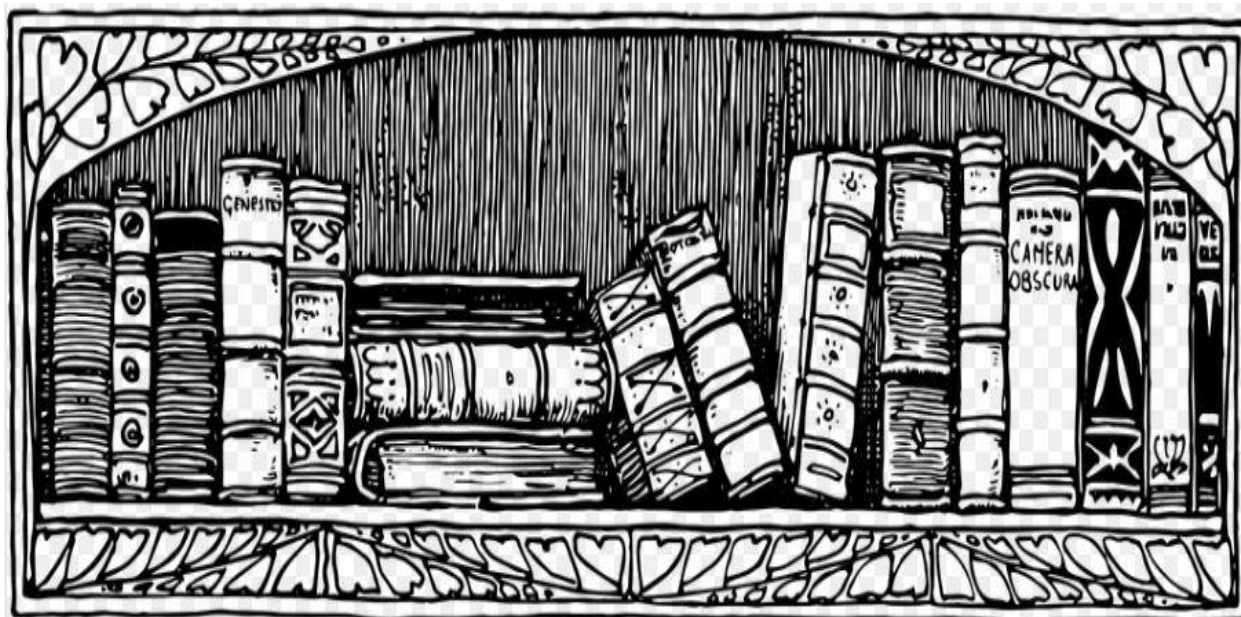


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Media Center Mission:

The HMS Media Center endeavors to provide a welcoming environment for students and faculty where academic research, and the pursuit of ideas and interests, can be engaged in with efficiency, and access to current and motivating materials. In so doing, we aspire to strengthen the belief that the pursuit of knowledge is a life-long endeavor, leading to more enjoyment and productivity in life..

Goals:

- To provide students and faculty with modern and up-to-date materials for academic development, research and personal enjoyment.
- To provide students and faculty with access to modern computers and applications.
- To provide an organized and peaceful environment with which to facilitate learning and the exploration of personal interests
- To encourage students and faculty to utilize available resources and discover new applications and interpretations for materials.

Media Center Hours:

8:30 AM to 4:15 PM on days in which school is in session. If access to the media center is needed after 4:15 PM, please speak with the media specialist (preferable 24 hrs. in advance) to ensure availability of facilities and personnel.

Media Center Staff:

Diane Johnston – Media Specialist

Statement of Flexible Scheduling:

The Hephzibah Middle School (HMS) Media Center operates with a combination of open / flexible scheduling and fixed scheduling. Teachers and students may access our facility for the purposes of reading, study, research or concentrated instruction at any time during the school day, in accordance with their needs. Individual students, small groups, and classes are welcome.

Purpose of the Building Media Committee:

The HMS Media and Technology Committee convenes to discuss and set policy for the purchase and use of media and technology materials. The duties of the Media and Technology Committee include but are not limited to:

- Deciding how media and technology funds should be apportioned and utilized.
Setting criteria for the purchase of computers and technology.
- Establishing a vision and plan for the incorporation of media facilities and materials into curriculum and instruction.
- Establishing guidelines for appropriateness of materials.
- Reviewing and setting policy for materials called into re-consideration.
Recommending Media Center policy and procedure.

The Media and Technology Committee selects members among teachers, students and community representatives to represent all areas of curriculum, student and community interest. Members are asked to serve on a yearly basis. Meetings are open, and all students, parents, and faculty are welcome to attend, regardless of whether they are a committee member.

Professional Collection:

The HMS Media Center maintains a professional resource collection, which addresses all areas of the curriculum. Videos, supplemental materials, training materials, guidebooks and resource kits are among the items available. The professional collection is located just off of the work room area in the back of the Media Center, and is available at all times during days that school is in session.

Student Collection:

The Media Center at Hephzibah Middle School offers fiction and non-fiction materials which strive to address all areas of the curriculum and personal interests. Students have access to a reference area, which contains encyclopedias, almanacs, atlases, and other basic research materials, as well as access to a comprehensive non-fiction catalog, which offers more in-depth coverage on areas of interest. Our fiction selections canvas all genre and interests with age-appropriate materials. Materials that cater to a broad spectrum of reading levels, are offered.

On-line Collection:

HMS partners with RCSS and Mackin library services to offer an on-line collection of fiction and non-fiction books that is available 24 hours a day, 365 days a year. HMS and/or Richmond County endeavor to yearly add additional materials to this collection, so that it may increasingly grow to serve patrons' needs and wishes.

The online collection can be accessed by students and teachers at: MackinVIA.com.

Students: usernames and passwords are available from the media specialist.

Teachers: use your "5+2" and email password

Circulation Policy:

Students:

Students are allowed to check out up to four books. If an additional material is needed for the specific completion of school assigned work, the media staff, at their discretion, may allow additional checkout(s).

Students are asked to be considerate of the needs of everyone utilizing the Media Center, and return materials as soon as they are finished with them.

Access to all materials within the fiction and non-fiction areas of the Media Center is allowed.

Reference materials and magazines do not circulate, but are for use within the Media Center only.

Faculty & Staff:

Access to all Media Center materials / areas is allowed.

Limited reference material may be checked out for a single day, for use within the classroom (i.e.: an almanac or atlas may be taken for classroom use, provided it is returned at the end of the day.)

Faculty and staff are asked to be considerate of the needs and wishes of everyone utilizing the Media Center, and return borrowed materials as soon as they are finished with them.

Sensitive Materials:

Materials which are considered to be of a sensitive nature: for example, materials with more mature content, which may be related to health or political issues, may require a parental permission form for check-out. Such materials will be given a sensitive designation after review by the building level Media & Technology Committee.

Damaged and Lost Materials:

Charges:

Students and faculty, who damage or lose Media Center materials, are required to pay for the repair or replacement cost of the materials. Materials includes print, video, software and audio items, as well as equipment such as computers, printers, monitors, cameras, and video-cameras.

The cost of lost items will be assessed at the actual cost of the lost materials; damages will be assessed at the cost of making repairs.

No less than \$5.00 will be assessed for the loss of any older book, with a record that pre-dates the addition of a material cost notation. This is in accordance with district policy.

Labels (barcode, Accelerated Reader, spine and other labels) removed from a book will be charged at the cost of \$2.00 per label for replacement.

Accountability for Lost and Damaged Items:

Students and teachers are held accountable for all items checked out in their name. Responsibility is not mitigated even if library materials are entrusted to a friend , sibling or another teacher. If a material is lost or damaged by another person while checked out under a student's or teacher's name – the person who checked the material out is still responsible for making restitution for the material.

Payment for Damages or Losses:

Please contact the Media Specialist about any concerns there may be over accountability or payment. Our primary interest is to maintain the access students and faculty have to the Media Center, and we're happy to work with you on any concerns.

Overdue Books:

At this time, HMS does not assess fines for moderately (a week or two) overdue books. Books that are severely overdue (a month or more) may be considered to be lost, and the student charged accordingly unless s/he produces the missing material, in good repair.

Students with severely overdue books need to be aware that they are curtailing their ability to fully utilize the Media Center. Additional books may not be checked out until the matter of an overdue book is settled satisfactorily.

Selection of Media Materials:

The Media Center welcomes suggestions and input from teachers, students, and parents on the purchase of Media Center materials. A section is provided on the HMS Media Center webpage for the submission of suggestions.

Our goal is to provide fair and balanced representation of all curriculum areas and recreational interests, and to provide materials which are modern, current, and of high appeal. We strive to make a variety of media available, including print sources, software, videos, and other formats of media.

The Media and Technology Committee makes certain to take into consideration the needs, desires and interests of all those who offer recommendations on the selection of materials.

Gifts and Donated Materials:**Print, Software, and Video materials:**

We welcome the donation of materials to the Media Center, but ask that it be understood that all donations must be approved by the Media Department with respect to appropriateness of material, need, condition of material, and any other criteria which may apply. Please feel free to contact the Media Center to discuss any materials which you would like to donate.

Computers:

We appreciate the interest and goodwill of everyone who wishes to donate a computer, but must ask that all who would like to do so adhere to specific guidelines. Neither HMS nor Richmond County has the funds to upgrade older donated computers.

Students at HMS are asked to use a multitude of software and computer applications in the process of their educational experience, and computers donated to the school must be able to meet the needs of the students. Hephzibah Middle School welcomes the donation of modern computers only, as currently defined by the GADOE.

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Reconsideration of Media Materials:

Parents, students, and teachers who would like to call into question the appropriateness of materials offered in the HMS Media Center are asked to contact the media specialist for help and information.

In general: a form on which to elaborate the specifics of an objection will be offered, and the Media and Technology Committee will invite those with concerns to discuss the matter at a specially scheduled meeting. The Media and Technology Committee will read the material in question and, in consultation with the district Media Department, will carefully weigh and consider the input of those registering concerns before making a final decision on what is to be done with materials called into reconsideration.

Personal Objections to Media Materials:

The HMS Media Center is aware that parents and guardians may, at times, have personal objections to their children having access to specific materials offered in the Media Center, while still having no desire to call those materials into over-all reconsideration.

We make every effort to respect and honor such concerns, and are equipped to put a computerized notation on any student's file specifying materials he or she may not – in accordance with parental wishes -- be allowed to check out.

Any parent having such a concern is asked to send a letter or note to the Media Center with the following information:

- 1) The name and homeroom of your child
- 2) The specific materials you wish to be restricted
- 3) Your signature
- 4) The date.

Copyright Policies and Procedures:

Hephzibah Middle School and the Richmond County school district make it a priority to adhere to all Federal laws and guidelines regarding copyright of any media, print or non-print.

The Media Center webpage has a section on copyright protocol, in which materials containing laws and guidelines are available. Media Center staff will be happy to help research and obtain answers to any questions about copyright, which may arise.

Copyright Law and Fair Use Guidelines:

What is "Fair Use?"

Fair use privileges allow for the limited use of copyrighted materials, for the purpose of meeting specific educational and instructional goals. There is no such thing as "fair use law" – there are only fair use guidelines. In any question about fair use which may arise between the holder of a copyright and the user of copyrighted material, the courts will weigh in heavily on the side of the copyright holder, regardless of how the material was used or intended to be used.

In essence, “fair use” allows for the least invasive and most limited use of a copyrighted work, to achieve a specific educational or instructional goals

What Types of Media are Affected by Copyright Laws and Fair Use Guidelines?

Print materials (including texts, workbooks, etc.), videotapes, audiotapes, television broadcasts, recorded music, musical scores, Internet web page content, computer software, and almost all other material whether or not it has a copyright statement or notice.

What are the Most Elemental Things I Need to Know about Copyright Law and Fair Use?

Four factors are considered in determining whether or not the use of a copyrighted work is fair use:

- *The purpose and character of the use—whether it is being used for educational and instructional purposes.*
- *The nature of the copyrighted work. Does it serve a specific educational purpose – or is it just “fluff” which really doesn’t further an instructional goal?*
- *The amount and substantiality of the portion of the work used, in relation to the copyrighted work as a whole. Was an entire TV program or magazine article used, when in fact a short segment of either would have adequately served the purpose of instruction?*
- *The effect of the use upon the potential market for, or the value of, the copyrighted work. Did the use of the material actually or potentially damage sales or profits from the material?*

Additional information regarding copyright and fair use may be accessed from the HMS Media Center web page.

Use of Videos in the Classroom

Discovery Education Videos

A variety of curriculum based instructional videos, for classroom use, are available through the Internet at <http://www.discoveryeducation.com/>

A reminder for all teachers: the district asks that desired videos be actually downloaded – not streamed – in order to prevent slowing bandwidth traffic. If you do not have – or have forgotten -- your password to access this site, or need further help in utilizing these resources, please either use the resources on the site page to retrieve your information, or contact the media staff.

Classroom Video Use:

If teachers desire to show a video from their personal collection, or a video segment taped from commercial TV, permission must be granted from the Media Center. The actual tape will need to be reviewed, and a form granting or denying permission for the use of the video will need to be filed. Please allow at least 10 working days for the necessary review.

- All videos being shown must have a legitimate educational purpose and objective.
- No tapes with a rating above “G” will be allowed, in accordance with Richmond County B.O.E. policy.
- No rental videos are allowed, in accordance with Richmond County B.O.E. policy.

Internet Use Policy / Hephzibah Middle School:

All policies and precepts for the use of the Internet by students and faculty within Richmond County schools are followed and adhered to by Hephzibah Middle School.

Before being allowed to use the Internet at HMS, students and their parent(s) or guardian(s) must read and sign the *Internet Permission Form* which is available from the HMS Media Center, The HMS Instructional Coach, or the student’s homeroom

teacher.

The Internet policy is also available on the district website:

<http://www.rcboe.org/Domain/124>

Internet Availability:

Hephzibah Middle School provides students and teachers with access to the Internet, including the availability of on-line searches, curriculum-centered sites, and on-line research and reference sites.

The Richmond County Board of Education had made the following statements with respect to the availability of the Internet within Richmond County schools:

It is the policy of the Richmond County Board of Education that employees and students should be furnished educational opportunities and resources to have access to Internet-based instructional programs and administrative services. The primary purpose and mission of the Richmond County Board of Education is to educate students to become lifelong learners and productive citizens in the 21st Century. Technology plays a role in this mission by providing quality programs, information and learning activities along with support and services to improve student learning and enhance instructional and administrative effectiveness. The instructional use of interactive computer and web-based technology will prepare students for the future. Technology includes computer hardware, software, local and wide area networks and access to the Internet. Due to the complex nature of these systems and the magnitude of information available via the Internet, the Richmond County Board of Education has adopted procedures regarding acceptable use to ensure that the technology users share in the technology resources in an effective, efficient, ethical and lawful manner. Particular attention should be given to ensuring that students are not granted access to anything other than educational and instructional materials and resources.

===From:Richmond County Student Acceptable Use Policy===

Student Photograph and Video Policy:

If parents/guardians & students have an objection to the student's photograph being used for the purposes of promoting education events, they are required to sign a form stating their choice to opt-out. The form can be obtained from the student's homeroom teacher, or the Media Center, and should be returned to the school.

The opt-out form can also be accessed online within the **Code of Student Conduct and Discipline Manual** on page 33. The **Code of Conduct** can be found at the

Richmond County Schools website (rcboe.org) under the “Students” tab.
(<https://www.rcboe.org/cms/lib/GA01903614/Centricity/Domain/70/Code%20of%20Conduct.pdf>)

Bring Your Own Technology (BYOT)

Bring your Own Technology (BYOT) is an initiative throughout RCSS to allow students to bring personal technology to school, for the specific purpose of using their technology in classroom activities and educational assignments.

At all times students are expected to adhere to the parameters of acceptable use of technology and the Internet, as outlined in the ***Code of Student Conduct and Discipline***, regardless of whether the technology is personally owned, or school owned.

The scope and parameters of the BYOT initiative are subject to change and redefinition at any time, at the discretion of RCSS and HMS.

More information on Internet use can be found at the Rcboe.org website, under the “Student” section.